



# IFS-HR E-Mail Newsletter

July 2005

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**We're on the Web!**  
ifs.intranet.state.nv.us

**IFS-HR Help Desk Phone**  
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## Final Thoughts By IFS-HR Staff

Cynthia Baumann is retiring in August. From those who have been here for several years, to those who have been here less than a year, we all have fond memories of 'Thia'.

My professional relationship with "Thia" has always been very positive. From the day I started working with IFS, she made me feel at home and welcomed my input. "Thia" performs her job excellently using her ability to understand and communicate technical details to other agency representatives clearly with seasoned diplomatic grace.

In the time I've worked here, I've also enjoyed several personal conversations with "Thia" that have overwhelmingly been positive, uplifting and enjoyable. Further, I think the rest of the IFS team would agree with me that she has a great smile, is warm, stylish, funny and compassionate. I'll miss these interactions, as I think everyone will.

-RYAN

Remember how long it took me to find "Thia"?

--"Tippet"

"To the Princess"...

It has been such a great pleasure working with you these last 4-1/2 years.....You have always kept me very motivated with your laughter, your dedication to the project, and your optimistic enthusiasm. The thing I will miss the most is the daily "bus" talk (lol). Also, I expect you to bring in my mocha for me each morning for coffee break (you know, to keep you busy in your retirement years)! You will be greatly missed!"

--Trish

Could we ever forget

You?

Ahhh, say it isn't so.

There are those that are  
Heroines and you are one.  
Incidentally,  
Adieu.

-- Lahti

WOW! The last five years have flown!

I have learned a great deal from you. You have respected my opinions and suggestions. I appreciate you letting me 'vent' when I needed to.

Through this last fiscal year rollover, I was left in the office to 'handle it'. You were concerned enough to call me from 'the swim platform of your boat' on Shasta to make sure everything was going as planned. (Where you really concerned? Or just rubbing it in?)

I'm not sure what I will do now for my 'in-house' massage therapist. Most of our team members run when you 'offer' to work out muscle tension. Me? I always pull up a chair and then cry (tears literally rolling down my face) as you told me to 'RELAX'.

The original IFS-HR team consisted of Christina, you and me. We had a pact: if one of us left, we all left. Let's see...where does that leave me?

I don't believe in *goodbyes* – so 'Until next time'... Thanks for everything!

-- Netti 'Netscape'

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## NEATS and HRDW

By Tricia Buckner

Summer has finally arrived! It's been a very busy last couple of months here at IFS! Department of Agriculture, Department of Administration, Taxicab Authority, and Athletic Commission are now successfully rolled out on NEATS Timekeeping and Employee Data Capture! It has been a pleasure working with these agencies and having them use our great system! We are in the process of sending out a memo with a schedule of the remaining departments/agencies who have not yet rolled out. We are planning to have full implementation by the end of 2007.

Here are some actual quotes from departments that have already rolled out on NEATS:

### **From Barb Morningstar, Dept of Taxation:**

*The Department of Taxation's NEATS timekeeping rollout went extremely well. Everyone is always a little uneasy about change but it was almost a none event except for the excitement of not having to key approximately 300 timesheets! The training provided by IFS-HR for our supervisors was informative and fun. Our employees found the system to be very user-friendly, even those who had initially been apprehensive. It's especially convenient for our offices outside of Carson, as they no longer have to send in their timesheets before the end of the pay period. I wish we'd gotten brave sooner and requested to rollout even earlier.*

### **From Mellie Sifuentes, Dept of Public Safety:**

*NEATS is one of the best things to ever happen to payroll! Of course, the best thing is that we have done away with batch cover sheets & timesheet entry. I like that the leave balances are available to review on the timesheet.*

Thank you so much for the great words!

As well as training on NEATS, I am also in the process of creating HRDW training classes, which should be available by the end of August! Please continue to send me any specific HRDW training you are interested in.

Have a great summer!

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## HRDW

By Netti DeBusk

Great news! Class instructor evaluations are now available in the HRDW.

Evaluations for training classes entered in NEATS are now available for viewing in the HRDW.

Instructors and training administrators can view evaluations as long as they have access to the HRDW. (If you don't have access, simply fill out a confidentiality agreement and forward to IFS-HR. Once your security profile has been established, you will be notified of your user id and password.)

The procedure is posted on the IFS-HR website at the address below:  
<http://www.ifs.state.nv.us/InstructorTrngAdminTutorial.pdf>



## Quick Tips from the Help Desk

By Jessie Silvestri and Michelle Dufrisne


When processing a *NEMP* be sure to use the correct home org number (budget account number), and social security number. If you enter these incorrectly and process, this cannot be changed in the *NEMP* screen.

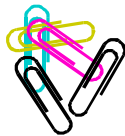
If you notice you have entered an incorrect social security number, complete the entire new hire process with the incorrect social security number. Once you have submitted the new hire information, wait for the nightly cycle to run. The next day, create another *ESMT* with the correct social security number.

If you entered an incorrect home org number (budget account number) in *NEMP*, you will need to correct the home org number (budget account number) in the *ESMT* so the position number matches up.

Moving on to the *AGYD* screen you will not be able to enter the correct home org (budget account number); therefore, you need to complete the *ESMT* paperwork with a note to Records, explaining that you completed the *NEMP* screen with the incorrect org number (Budget Account Number). Once Records apply their level four and five approval, the related screens will be updated and corrected.

### Help is here...

**Site Help**  is now available in the upper right hand corner of the *NEATS* web site. Site Help provides “how to” information for such things as timesheets, training, training administrator tasks, and supervisor tasks, etc. If you need more information on a particular subject, there is a direct link to the procedure or tutorial for that subject.



## Procedure Updates

To update your procedure manuals, please print the latest *IFS-HR* procedure revisions located on the *IFS-HR* website at [ifs.intranet.state.nv.us](https://ifs.intranet.state.nv.us).

**NOTE:** Revised procedures will have the new date on the page that has been revised. If you have difficulty accessing these revisions, please contact the *IFS-HR* Help Desk at 775-684-8696.



# ADVANTAGE™-HR Training Calendar

Contact Debbie Tippet at 775-684-5325  
for questions regarding training classes.

## August thru December 2005

Advantage classes are held quarterly. This quarter's training for Navigation, Timesheet and ESMT are being held in January. Please enroll through NEATS. (*ADVANTAGE™ Navigation is a prerequisite for Time Sheet Entry and ESMT.*)

Class	Date	Time	Location
Navigation	August 10, 2005	9:00a-12:00p	Carson City
Timesheet Entry	August 10, 2005	1:30p-4:30p	Carson City
ESMT Entry	August 11, 2005	1:00p-4:00p	Carson City
Navigation	October 12, 2005	9:00a-12:00p	Carson City
Timesheet Entry	October 12, 2005	1:30p-4:30p	Carson City
Navigation	October 17, 2005	1:30p-4:30p	Las Vegas
Timesheet Entry	October 18, 2005	9:00a-12:00p	Las Vegas
ESMT Entry	October 19, 2005	1:00p-4:00p	Las Vegas
Navigation	December 7, 2005	9:00a-12:00p	Carson City
Timesheet Entry	December 7, 2005	1:30p-4:30p	Carson City
ESMT Entry	December 8, 2005	1:00p-4:00p	Carson City

Please check the IFS-HR website for changes in dates and times.

### LOCATION/SITE ADDRESSES

#### CARSON CITY

IFS-HR  
727 Fairview Dr.  
Carson City NV

#### LAS VEGAS

Professional Development Center (PDC)  
701 N. Rancho  
Las Vegas NV

To sign up for an ADVANTAGE IFS-HR class, you must complete a confidentiality agreement and register on-line in NEATS. The confidentiality agreement form is located on the IFS-HR website at [ifs.intranet.state.nv.us/](http://ifs.intranet.state.nv.us/) or are available from the IFS-HR Help Desk at 775-684-8696.

\* Classes are subject to change or cancellation, depending on enrollment.